

# Human Resources Representing tomorrow



Deloitte Legal offers the following Human Resource services to businesses:

- Human Resource Audit
- Human Resource Outsourcing
- Additional Human Resources Services

### Human Resource Audit

The purpose of an HR Audit is to minimize the risks connected with potential violation of employment legislation, which may include financial losses and reputational damage to your company.

#### Are you sure that your company complies with employment regulations?

Recent practice shows that the absence of legally required documents regulating employment relationships between an employer and an employee may lead to protracted and costly conflicts between the said parties, with the participation of state bodies.

#### What can Deloitte Legal do to assist you?

The independent and well-reasoned opinion of Deloitte Legal will enable your company to make sense of the rules regarding the correct maintenance and completeness of HR documentation, and assist in the prevention of potential violations of employment legislation and the negative consequences thereof.

HR Audit may be especially useful when starting a business or selecting new strategic objectives, or when undergoing organizational changes such as further growth and development of your company.

Deloitte Legal offers a range of HR Audit services to assist you at any stage of the HR documentation process including:

- Full HR Audit: review of all types of contracts and obligatory HR documentation
- Thematic HR Audit: review of certain types of contracts and HR documentation
- Consulting on specific issues regarding the activity of your company's HR department.

Once the HR Audit has been completed Deloitte Legal will deliver a detailed report, which will include:

- Identified violations and inconsistencies between your company's activity and the current employment legislation
- list of legally required HR documents that are absent in your company's records
- recommendations for addressing the violations revealed
- templates for HR documents, drafted in accordance with the current employment legislation.

#### What could be done to enhance HR compliance?

Ensuring the appropriate level of HR compliance involves, among other things, drafting the following documents and bringing them into compliance with the employment legislation:

- Employment contracts
- Collective contracts
- Company internal policies and regulations
- Material Liability Agreements
- Standard orders (hiring, dismissal, leave)
- Staff schedule
- Job descriptions
- Other templates and documents which are legally required (labor book, time-sheets, etc.).

All our deliverables may be provided in both Azerbaijani and English.

In addition, we would be pleased to offer you full legal assistance and advice on an ad-hoc basis regarding employment law issues, as well as with termination procedures and the resolution of employment disputes.

Independent valuation of HR documentation, implemented by Deloitte Legal, will help to substantially minimize the risk of potential conflicts, prevent state sanctions and, most importantly, protect the image of a law-abiding company.

## Human Resource Outsourcing

The turbulent economic climate requires companies to be agile and flexible in their staffing to remain competitive. Complex policies, frequent legislative changes and global operations make managing employee relations and compliance with employment law challenging for businesses.

Deloitte Legal provides businesses with the advice they need to make informed decisions, comply with a multitude of regulatory and procedural requirements and minimize their exposure as the result of a conflict (including litigation if appropriate).

Deloitte employs highly qualified specialists who are able to provide you with a wide range of various services in the area of employment law that relate to both long term strategic and current legal issues emerging throughout the course of your daily activities.

The purpose of HR Outsourcing is to provide your company with an independent legal specialist to assist in complying with employment regulations.

### How can we assist you?

Deloitte Legal professionals will help your company to correctly maintain and complete HR documentation in compliance with the effective employment legislation. The scope of the services covered within HR Outsourcing includes the following:

- Preparation and maintenance of the e-registration of employment contracts for newly-hired employees
- Preparation and maintenance of the registration of employment related internal orders
- Arranging the purchase of labor books for the company
- Completion and maintenance of the registration of labor books
- Registration of employees' working time and overtime
- Recording vacation balances for the employees
- Calculation of outstanding vacation days for the end of year
- Preparation of employees' health insurance papers
- Business trip documentation
- Preparation of required paperwork for termination of employment contracts
- Control over employees' fulfillment of HR policies



## Additional Human Resources Services

Corporate restructuring, including mergers, transfer of undertakings, downsizing and de-registration, can create formidable HR challenges. Their complexity, including the harmonization of social policies, increases significantly when restructuring involves operations or entities located in multiple countries, or when it takes place within a regulated industry.

Deloitte Legal works with businesses throughout transactions, from helping out with strategic decision-making to drafting the required documentation.

We can participate in negotiations with the employment authorities and handle collective claims in various instances. Deloitte Legal assists businesses with:

- Provisional timetables, communication relating to consultations with workers' representatives, negotiations with trade unions and employment administrations and drafting of all necessary or optional documentation
- Acquisition and vendor due diligence and compliance reviews
- Collective economic terminations or redundancy programs, including employment protection plans, implementation of the termination process, information and consultation with staff representatives and interaction with the employment authorities.

Deloitte Legal professionals work alongside with other Deloitte professionals in the tax, consulting, accounting, audit and financial advisory fields to provide companies with rounded advice based on individual business needs and circumstances. Deloitte Legal teams have significant experience working across borders.

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